



TOWN OF CARVER MARIJUANA ESTABLISHMENT HOST COMMUNITY AGREEMENT PROCESS & CRITERIA

Approved by the Select Board: January 19, 2021

For the Select Board to consider negotiating and executing a final Host Community Agreement for a prospective marijuana license establishment in Carver, the following steps must be completed:

1. Applicant shall contact the Building Commissioner for preliminary review of the proposed site location, access, and conditions relative to local zoning compliance. The relevant portion of the Zoning Bylaw is attached to this Procedure for Applicant's reference.
2. After completing Step 1, The Applicant shall submit the attached application to the office of the Select Board. Upon staff verification of a complete application, the Applicant shall schedule an appointment on a Select Board meeting agenda to make an introductory presentation to the Board on the proposed type of establishment, site access and conditions, facility size, security, along with a DRAFT Host Community Agreement and other information as requested.
3. Applicant shall publicize and hold a Community Outreach Meeting at their sole expense as specified by Massachusetts Cannabis Control Commission Regulations. The meeting notice shall be publicized at a minimum on the Applicant's company website, Area 58 Community Access Media and *Carver Reporter*. The Applicant is responsible to arrange for the Community Outreach Meeting to be broadcast and recorded by Area 58.

The Outreach Meeting must include, but is not limited to discussion of the following:

- a. Type of establishment being proposed;
- b. Size and type of structure for the facility;
- c. Neighborhood and environmental impacts, including but not limited to: lighting, noise, odor, water usage, traffic, etc. and any studies or data to support conclusions; and,
- d. Steps or assurances on measures that will be taken to reduce or mitigate any identified impacts.

4. After completing Step 3, Applicant must submit to the Select Board a package containing the following:

Summary of Community Outreach Meeting including but not limited to, the following:

- Date, location and time
 - Length of the meeting
 - Number in attendance
 - Applicant's responses to primary questions/concerns raised by attendees
 - Explanation of all permits required by Carver Boards, Committees or Commissions (if applicable), including information regarding compliance with Carver's Zoning Bylaw.
5. With submission of the package in Step 4, Applicant must submit a check for \$5,000 to the Select Board to be held in escrow by the Town to pay legal costs for Town Counsel's review of Applicant's submission and support to the Town in Host Community Agreement negotiations. The Select Board will not undertake to begin any review or negotiation until such time as the funds are received and deposited by the Treasurer. The Town will track all use of such funds and supply an accounting of all expenditures attributed to the account and return any unused funds once the Host Community Agreement is executed.

Should the \$5,000 held in escrow for the Town's legal costs near depletion, the Town will supply an accounting of all expenditures from the account and will invoice Applicant for anticipated remaining legal costs. The Select Board will not undertake to continue any review or negotiation until such time as the funds are received and deposited by the Treasurer. The Town will track use of such additional funds and supply a complete accounting of all expenditures from the account and return any unused funds once the Host Community Agreement is executed.
 6. Upon execution of a Host Community Agreement, the Applicant will be allowed to apply for a Special Permit with the Planning Board. The Select Board reserves its right to withhold support or engaging in a Host Community Agreement that it deems not in the best interest of the citizens of the Town of Carver. Host Community Agreements approved by the Select Board will be contingent upon the Applicant obtaining all other licenses and permits required by the Town.

Approved by the Select Board: 1/19/2021



TOWN OF CARVER SELECT BOARD
MARIJUANA ESTABLISHMENT HOST COMMUNITY AGREEMENT (HCA)
LICENSE APPLICATION

****Notice: The following application is for the limited purpose of vetting individuals and businesses seeking a Host Community Agreement with the Town of Carver. Applicants are encouraged to read the Select Board's "Host Community Agreement Process & Criteria" for a full articulation of the HCA Selection Process in Carver.****

Section 1. Applicant Information:

Type of License: _____

Business Legal Name: _____

Business DBA, if different: _____

Business Address: _____

Phone: _____ Website: _____

Federal Employer Identifications Number (EIN): _____

Does the business currently possess any type of marijuana license in the Town of Carver?

☐ Yes ☐ No

If yes, describe: _____

Does the business currently possess any type of marijuana license in the Commonwealth?

☐ Yes ☐ No

If yes, describe: _____

(please note, subsidiary companies must identify any and all marijuana licenses held by parent companies/corporations in Massachusetts)

Primary Contact Name: _____

Mailing Address: _____

E-mail: _____ Phone: _____

Emergency Contact: _____

E-mail: _____ Phone: _____

If you would like mail sent to a different Address, provide alternate mailing information below:

Mailing Contact Name: _____

Mailing Address: _____

Section 2. Business Organization

Check only one and provide names as indicated:

☐ **Sole Proprietor:** Name of Owner: _____

☐ **Partnership (Inc. LLP):** Name of Partnership: _____

Names of all Partners Who Own More Than 10%: _____

☐ **Trust:** Name of Trust: _____

Name of all Trustees Who Own More Than 10%: _____

☐ **Corporation: (as registered):** _____

Name of President: _____

Name of Secretary: _____ Name of Treasurer: _____

☐ **Other:** (Attach a Description of the Form of Ownership and the Names of Owners)

Section 3. Operating Questionnaire

The following questions provide applicants an opportunity to respond to the qualitative criteria established by the Select Board for considering applications, which are as follows:

- a. Completeness and quality of application;
- b. Demonstrated direct experience in the cannabis industry or a similar industry, such sensitive retail and related commercial uses – package stores, establishments with other types of alcohol licenses or age-restricted products;
- c. Relevant business experience in Carver;
- d. Relevant business experience in the Commonwealth of Massachusetts;
- e. A sound preliminary business plan which evidences proposed scale of operation, inventory sources and plans for inventory management, as well as anticipated costs and revenue;
- f. A strong employee training process and plan to ensure regulatory compliance;
- g. A sound preliminary security plan including inventory security;
- h. A sound preliminary traffic and parking plan demonstrating basic feasibility of the site and/or intended traffic and parking mitigation measures;
- i. For adult-use applicants, intention to co-locate RMD operations to ensure access to Carver medical marijuana patients;
- j. Commitment to youth safety, abuse preventions, and community education; and
- k. Commitment to local hiring.

Applicants are encouraged to provide specific information, which speaks to each criterion/questions. You may respond with separate attached documents as directed and needed.

1. Describe your direct experience in the cannabis industry or a similar industry (such as sensitive commercial retail enterprises such as package stores, nicotine products, etc.)

2. Describe your business experience in Carver if any.

3. Describe your experience operating a business within the Commonwealth of Massachusetts.

4. Provide a preliminary business plan with particular attention to your proposal scale of retail operation, inventory sources, products to be sold, plan for inventory management, financial resources, marketing expectations, and anticipated costs and revenues (*please attach your full preliminary plan*).

5. If applicable, describe your employee training process and plan to ensure regulatory compliance. If available, provide copies of any employee training manuals or policies to employ or plan to employ.

6. Provide a preliminary traffic and parking plan demonstrating basic feasibility of the site and/or intended traffic and parking mitigation strategies (*please attach your full preliminary plan*).

7. Describe how you will prevent and educate youth and families about dangers of underage exposure to, and the consumption of, recreational marijuana. Describe how the Applicant will sustain these efforts over time.

8. Describe the number and type of jobs expected to be created by your business.

9. Describe how your business will support the unique character of your site locations neighborhood, as well as the Town's overall character.

Responsive applicants will be expected to provide a 20 minute presentation to the Select Board after an application have been received and examined for completeness. The Select Board HCA process is separate and distinct from all other permitting requirements. Once approved, the Host Community Agreement will be contingent upon successfully obtaining all other required licenses and/or permits.